

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES**

**April 14, 2026  
3:00 PM**

**Roll Call**

The meeting was called to order at 3:01 PM by Chairperson, Martha Carr. The other members present were, Elizabeth Craig-McCormack, Sharon Ivey, and Tony DiStefano. Also present, Paula Mountain, Executive Director, Tammy Ryan, Administrative Assistant and tenants Cecille Mazzella, Martha Verrington, Cheryl Ambrogio, Diane Osborne, Barry Michaud and Susan Oliver (arriving at 3:23 PM).

**Reading of Minutes**

- March 10, 2026 Regular Minutes

A motion was made by T. DiStefano second by E. Craig-McCormack and unanimously approved to accept the March 10, 2026 minutes as presented.

**Bills & Communications**

- Financials March 2026
- Check Disbursements for April 2026
- Debit Card Disbursements March 2026
- Payroll from March 2026
- Credit Adjustments – None

A motion was made by E. Craig-McCormack second by T. DiStefano and unanimously approved to accept the Bills and Communications as presented.

**Executive Director Report and Communications**

- 2 Vacancy – 2<sup>nd</sup> floors
- Fire Alarms were inspected over 2 days, April 6<sup>th</sup> & 7<sup>th</sup>
- Unit inspections are scheduled with Assabet Valley Inspections on April 28<sup>th</sup> & May 5<sup>th</sup>
- 2026 gardens will be underway in the next week. Gardeners from 2025 will get the first opportunity to request or change their garden plot from 2025 and then any available gardens will be posted on the tenant board as first come first serve.

A motion was made by T. DiStefano second by E. Craig-McCormack and unanimously approved to accept the Executive Director Report and Communications as presented.

**New Business**

- Board vote on Department of Labor and Standards wage rates for 2026 for Groundskeeper/Custodian and Maintenance Mechanic.

The Executive Director explained the confusion that resulted from the March 3, 2026 letter from the Department of Labor Standards which would have resulted in a 45% base increase in the Groundskeeper/Custodian rate and a 30% increase in the Maintenance Mechanic rate due to a change in methodology used from previous years. EOHLC interceded and met with the Department of L&S as these increase would not be sustainable within HA budgets. A new blended rate letter was received on March 26, 2026 from the Department of L& S. For Wenham HA the Blended Job Classification is as follows:

Blended Job Classification	Tier 1	Tier 2	Tier 3
HA Groundskeeper/Custodian	\$33.01	\$37.19	\$41.62
HA Maintenance Mechanic	\$36.72	\$40.81	\$45.17

The base line rate of Tier 1 must be paid at a minimum. Currently, our Groundskeeper/Custodian is at \$29.66 resulting in an 11.25% increase and our Maintenance Mechanic is at a rate of \$38.18 between Tiers 1 and 2.

Based on the above we must increase the Groundskeeper to at least the Tier 1. An 11.25% increase. The Executive Director recommends keeping the Maintenance Mechanic at the current budget rate of \$38.18, Between Tier 1 and Tier 2.

A motion was made by E. Craig-McCormack second by T. DiStefano and unanimously approved to accept the L&S rate for the Groundskeeper/Custodian at the tier 1 rate of \$33.01/hr and keep the Maintenance Mechanic at the current budgeted rate of \$38.18 which in between tiers 1, (\$36.72) and tier 2 (\$40.81) set by L&I.

**Old Business**

**Public Input** – None

**Adjournment**

The meeting adjourned at 3:35 PM upon a motion by E. Craig-Mc-Cormack second by T. DiStefano and unanimous approval.

The next meeting will be held on Tuesday, May 12, 2026 @ 3:00PM